

Writer's Guidelines for *The Source*

The Source is a quarterly newsletter published by the New Hampshire Department of Environmental Services (NHDES) Drinking Water Source Protection Program and distributed to municipal officials, water suppliers, and other individuals interested in drinking water source protection. NHDES invites outside authors, such as water suppliers, municipalities, regional planning commission staff, and private contractors, to write articles (after first contacting the editors) on topics such as case studies and approaches to source protection.

The purposes of these guidelines are to let authors know what to expect, to keep the articles informative and relevant, and to prevent the newsletter from becoming a forum to promote particular contractors, either private or public.

1. The article may not include gratuitous statements about the contractor's expertise or experience.

NHDES recognizes that placing a case study article in *The Source* is an opportunity for the author to showcase the fact that they have completed a particular type of project or developed a solution to a problem, but the work they performed on the case, and its purported success, should stand on their own. Case study articles do not usually need to mention any other experience, except perhaps to explain why a departure was made from the usual approach. If something new was tried, the article might say "we tried this because in a previous project we did it this other way and found that it wasn't as effective as we had hoped" or something to that effect.

For non-case study articles, it may be appropriate to refer to specific earlier experience in some way. However, there should be no statements to the effect of, "Our organization has done many projects involving stakeholder involvement." Rather, references to previous projects could be allowed if they illustrate a specific point. For example, to illustrate the point that extensive stakeholder involvement takes more time but results in a more effective project, the author might state that when developing a particular watershed protection plan, they involved the sailors, kayakers, and snowmobilers, and as a result these groups understand the restrictions and reasons for them and the Water Works has fewer compliance issues. In such a case, the article should include specifics; saying that a project coordinator "involved" certain stakeholders is not as helpful as saying what the specific involvement was: Did the stakeholders only get a mailing? Were they invited to a meeting? Were they invited to sit on a workgroup that met over a period of time? (If so, how many meetings over what period of time?) Also, how many stakeholders? The more specifics, the more helpful the article is in enabling readers to benefit from the author's experience.

2. The article may not unnecessarily include product or manufacturer names. (There may be some instances where it makes sense to mention a specific product if it is uniquely suited to a particular application or just plain unique – see item 4 below regarding disclaimer. Where possible, we will prefer to use a product's generic name if it conveys the necessary information.)
3. NHDES retains editorial control. (We would edit the articles as usual for relevance, clarity, and conciseness, as well as for consistency with these guidelines. In addition,

each issue of the newsletter is reviewed by other NHDES personnel, up to the Chief Engineer.)

4. Each guest-written article will include a disclaimer to the effect that the viewpoints expressed in the article are those of the author and not necessarily those of DES, and that DES has not necessarily verified the accuracy of all statements in the article. (At the same time, DES naturally reserves the right to exclude viewpoints that are contrary to our policies and our professional judgment. These are not op-ed pieces.) The disclaimer will also note that identification of any product or brand does not constitute endorsement by DES.
5. The author will be given an opportunity to review the edited version of the article produced by the newsletter's editors before it is included in the proof that is circulated for internal DES approval. Any significant changes made during the internal review process that follows will be discussed with the author.

For more information, please contact the editors:

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